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23 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics Course

Use of the Student Responder Units (SRU) to fortify instruction in the Finance portion of the FF&L course is being considered. A sample number of points of instruction are being adapted to the question format for use with the SRU's and will be tried in the next FF&L course.

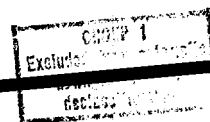
2. Proposed Training Course for Technical Officers
(Contract Overrun)

a. After reviewing, in the offices of the General Management Branch, Civil Service, the material developed by [REDACTED] Institute for the "Contract Liaison for the Scientist and Engineer" course and after discussing the course and [REDACTED] performance at length with CSC personnel, it appears that [REDACTED] both should be invited to attend a pre-proposal conference in the near future. Clearance for this action has been obtained from the Security Staff/OL. This step will be coordinated also with the Procurement Division/OL before action is taken.

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b. An additional check on 25X1A5a1 was made with the Personnel Development Division of NASA, for whom 25X1A5a1 recently prepared a video-packaged, three-day course on contract pricing for use within that agency. NASA was thoroughly 25X1A5a1satisfied with 25X1A5a1.

3. Administrative Procedures

a. Administrative Procedures Course No. 8-71 ended on Friday, 16 April. Students reacted enthusiastically to the action provided by the Student Responder Units, which were used for the first time throughout the course. The comment of one student in her critique summed up rather well one of the main benefits of these units:

"...If the student had the wrong answer but was unable to put her question into words, the teacher was already aware and could explain the question and correct answer in greater detail..."

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b. During the week of 26 April, 25X1A9a and other Administrative Training instructors will be given a briefing and tour of the Signal Center to obtain data and information for use in their classes.

4. Special Typing Class for CRS

When this class was terminated on 16 April after five weeks, three of the nine persons enrolled had met Agency requirements for typing, and four had improved considerably. Two of the original group had dropped out.

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5. Clerical Refresher Training

Of the eight, on-the-job, clerical employees who completed the course on 16 April, five were able to meet the Agency's shorthand standards, and two met the typing standards.

B. MANAGEMENT TRAINING

1. Twenty-four students are enrolled in the Senior Management Seminar (Planning). The most recent enrollee is [REDACTED] Chief, [REDACTED]

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2. Twenty-two Logistics careerists, Grades GS-08 through GS-15, are enrolled in the Performance Appraisal Workshop scheduled for 27 and 29 April 1971 to be run by SUS-MT in Ames Building.

MEDC

1. For the second time running [REDACTED] gave the CI presentation in the MEDC. Although his presentation received an unenthusiastic reception from the class, he rated high in an informal discussion session arranged at [REDACTED] at noontime.

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2. [REDACTED] gave the presentation for the Office of Logistics and he was very well received by the class.

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3. [REDACTED], EO/DDS&T, replaced Carl Duckett as the opening speaker of the S&T segment of Phase II.

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4. Assistant Secretary of Defense, Robert Froehlke, has accepted our invitation to be the final speaker for MEDC #28, on Friday, 14 May, in the USIB Conference Room.

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[REDACTED]
Chief, Support School, OTR

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